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DDST-095-68

5 JAN 1968

MEMORANDUM FOR: Director of ELINT
Director of Research and Development
Director of Computer Services
Director of Scientific Intelligence
Director of Foreign Missile and Space Analysis Center

SUBJECT: FY-1968 Contract Actions

1. The Office of Logistics has expressed concern regarding the obligation rate of contract funds during the first half of FY 1968. All offices should make plans to obligate their planned FY 1968 contract funds as early as possible during the third quarter and no later than 31 March 1968. In so doing, this will help to alleviate the year-end contract negotiation backlog in the Office of Logistics.

2. If project officers have a proposal and cost breakdown for a planned procurement but anticipate delay of some kind, it will be very helpful to the procurement officer if he can be given advance copies of the proposal and cost breakdown so that audit and other preliminary procurement actions can be initiated in advance of the receipt of the approved and funded requisition. This is especially true in any case where the contractor is new to the Agency and a facility survey is required to determine if the contractor's financial and facility resources are adequate for the contract proposed.

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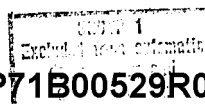
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